

*Office Memorandum* • UNITED STATES GOVERNMENT  
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TO : Director of Training

DATE: 15 September 1955

FROM : Acting Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report No. 37  
6 - 13 September 1955

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I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMSA. Projects under Preparation

1. Justification of increase in OTR T/O
2. Revision of CIA [ ]
3. Revision of OTR procedure for securing annual training estimates
4. Draft revision of TR RM O-1, Glossary of Intelligence Terminology
5. OTR regulation establishing a Speaker Index

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B. Proposal for Expansion of Agency PsyWar Center

At the request of Mr. [ ] the AC/PPS assisted in the development of an Agency policy response to the DA PsyWar Staff proposal that its Center be expanded to encompass national, as well as Army instruction. Others participating were the PP Staff and OIS/RQM.

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C. Agency Notice No. [ ]

Mr. [ ] has informed PPS that the proposed revision has been approved by the Career Council. The Notice establishes the requirements for the forwarding of all applications to the fixed quota schools to the DTR for review and approval.

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D. Component Briefings for OTR Personnel

Arrangements have been completed for a series of special briefings of OTR personnel on the activities of certain components of the Agency. The schedule has been announced in OTR Notice 18-55.

E. OTR Items in Personnel Office Newsletter

Topics have been selected for a series of information items on OTR to be placed in the September issue of the Office of Personnel Newsletter. Mr. Rex [ ] of the PO will draft the articles for OTR review before publication.

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F. New Building Requirements

The Sub-Committee on Requirements has requested that OIR survey the classroom requirements submitted by other components to the Committee.

G. Training Committee Meetings

The CSTC met on 13 September to discuss the proposed programs in administrative and operations support instruction. Minutes of the meeting have been distributed. The DD/I Training Officers meet on 20 September; the DD/S Training Officers on 27 September.

III. Personnel

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A. Mr. [ ] presently on annual leave, will return to duty on 19 September and enter the Clandestine Services Review course.

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B. Mr. [ ] is enrolled currently in the Clandestine Methods and Techniques course.

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